



Australian Government

Department of Education, Employment and Workplace Relations

HLTMS203C Undertake routine stock maintenance

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required to maintain predetermined stock levels of supplies, consumables, equipment and other store items at ward, unit, sub-store or departmental level

Application of the Unit

Application

The unit may apply to a variety of work roles involving stock maintenance functions

Work is often performed under limited supervision and generally within a team environment

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in *italics> are elaborated in the Range Statement.*

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Maintain and monitor stock levels

- 1.1 Monitor quality of *stock* and storage conditions, including temperature, light, humidity, pest control and stock organisation
- 1.2 Determine store requirements against specified stock levels
- 1.3 Replenish stores and stationery items
- 1.4 Rotate perishable stock according to use by dates
- 1.5 Report deviations to supervisor according to organisation procedures

2. Prepare order lists and forward stock

- 2.1 Accurately complete inventory list of stock requirements
- 2.2 Record stock requirements in order book, or other *ordering procedures*, using correct order number
- 2.3 Obtain authorisation for order from supervisor
- 2.4 Forward the order to the appropriate department
- 2.5 Update inventory list based on stock usage and inventory change

ELEMENT**PERFORMANCE CRITERIA****3. Receive and store goods**

- 3.1 Receive and check stock against the number ordered
- 3.2 Accurately record received order in the order book
- 3.3 Notify supervisor if received order is not accurate
- 3.4 Unpack stock safely and store in the correct *location*

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Basic arithmetic symbols and processes
- Basic hygiene and the importance of maintaining a clean working environment
- Organisation procedures, relevant OHS legislation and infection control procedures in relation to the handling and storage of items
- Personal hygiene and the use of protective clothing
- Principles and procedures of routine stock control and maintenance
- Purpose of expiry dates on perishable stock
- Storage requirements and the rationale for stock rotation

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Identify and select correct stores or stock item
- Identify expiry dates and storage conditions for perishable goods
- Maintain stock control documentation

REQUIRED SKILLS AND KNOWLEDGE

- Use effective communication and interaction with colleagues, healthcare practitioners, clients and visitors
- Work in accordance with organisation procedures and OHS policy and procedures

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Apply procedures for ordering stock and stores
- Communicate effectively within the workplace
- Demonstrate safe handling of items stored
- Input and access data relating to stock control
- Receive and transfer information
- Recognise and adapt to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
- Report to supervisor discrepancies/variations and issues outside the scope of practice
- Use appropriate method of disposal of outdated or unwanted stock or stores
- Use numeracy skills, including completing basic arithmetic calculations such as addition, subtraction, multiplication, division and recording numbers
- Use reading and writing skills required to fulfil job roles in a safe manner and as specified by organisation, to a level of skill that may range from the ability to understand symbols used in OHS signs, to reading workplace safety pamphlets or procedure manuals and reading labels
- Use technology as required to work safely and competently

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this competency unit:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Observation of workplace performance is essential for assessment of this unit

EVIDENCE GUIDE

- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- Context of and specific resources for assessment:*
- Assessment should replicate workplace conditions as far as possible
 - Simulations may be used to represent workplace conditions as closely as possible.
Acceptable simulation requires:
 - monitoring of stores
 - ordering of stock
 - rotation of stores
 - maintaining a stores are
 - Resources essential for assessment include:
 - access to relevant workplace or appropriately simulated environment where assessment can take place
 - organisation mission statement, strategic and business plan
 - relevant policies and procedures manuals
 - other documentation relevant to the work context such as, organisation charts, floor plans, instructions for the use of equipment
- Method of assessment*
- Observation in the workplace (if possible)
 - Written assignments/projects or questioning should be used to assess knowledge
 - Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice
 - Questioning

EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
 - All workers should develop their ability to work in a culturally diverse environment
 - In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
 - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

RANGE STATEMENT

Stock may include but is not limited to:

- Linen
- Food service requisites
- Cleaning agents
- General supplies
- Consumables
- Sterile stock
- Stationery
- Equipment
- Medical gases
- Maintenance requisites
- Other supplies

Stock ordering procedures may include but is not limited to:

- Written
- Verbal
- Electronic

Records may include but are not limited to::

- Manual
- Electronic

Store type and location may include:

- Ward or department
- Clinic or professional rooms
- Aged care facility
- Small store
- A subsidiary store to a main store or external supplier's store
- Food store
- Laboratory store

Ward or departmental storage may include but is not limited to

- Specified storage areas eg stationary cupboard
- Linen storage or kitchen area including refrigerator

Unit Sector(s)

Not Applicable